

**TOWN OF DAVIE
TOWN COUNCIL AGENDA REPORT**

TO: Mayor and Councilmembers

FROM/PHONE: Mark A. Kutney, AICP, Development Services Director/(954)797-1101

PREPARED BY: Marcie O. Nolan, Acting Planning and Zoning Manager

SUBJECT: Resolution entering into a contract with Kittelson and Associates for the preparation of a Local Road Master Plan

AFFECTED DISTRICT: Townwide

ITEM REQUEST: Schedule for Council Meeting

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING AN CONTRACT BETWEEN THE TOWN AND KITTELSON AND ASSOCIATES, INC. FOR PREPARATION OF THE LOCAL ROAD MASTER PLAN, PROVIDING FOR THE MAYOR'S SIGNATURE, AND PROVIDING FOR AN EFFECTIVE DATE.

REPORT IN BRIEF:

The Town Council approved Resolution 2007-219 on August 15, 2007 authorizing the Town to enter into a contract with Kittelson and Associates for the creation of a Local Road Master Plan. The creation of this document is identified as an objective within the Town's Comprehensive Plan. Recently, there have been many discussions by Town Council, residents, and developers as to the location and design of local roads.

The goal of this master plan is to develop, through public meetings, Town Council workshops and the expertise of the consultant, a plan for the future roadways needs of the community. The final plan will be adopted into the Comprehensive Plan clearly establishing where the Town will require future right-of-way dedications and where roads are not planned.

The Town has identified future roads within the RAC and the proposed TOC. The consultant will be focusing on how all the roads in Davie connect to the larger regional road network, emergency vehicle access, and other roadway safety design items. The final plan will be presented to Town Council through a series of workshops and meetings. The estimated time to complete this project is April 2008.

PREVIOUS ACTIONS: The Town Council approved Resolution 2007-219 on August 15, 2007 authorizing the Town to enter into a contract with Kittelson and Associates for the creation of a Local Road Master Plan.

CONCURRENCES: n/a

FISCAL IMPACT: Yes

Has request been budgeted? Yes

Account # 001-0403-515-0306

Amount: \$125,000 with a \$35,000 contingency

RECOMMENDATION(S):

Staff recommends approval of the contract

Attachment(s): Resolution, Scope of Services, Contract

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING AN CONTRACT BETWEEN THE TOWN AND KITTELSON AND ASSOCIATES, INC. FOR PREPARATION OF THE LOCAL ROAD MASTER PLAN, PROVIDING FOR THE MAYOR'S SIGNATURE, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town, at the August 15th Town Council meeting, selected the firm of Kittelson and Associates through Resolution 2007-219 to prepare the local road master plan; and

WHEREAS, the Town has coordinated with Kittelson and Associates and arrived at an acceptable "Scope of Services"; and

WHEREAS, the Town and the contractor desire to enter into this contract.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council approves the contract with Kittelson and Associates for preparation of the Local Road Master Plan consistent with the "Scope of Services" attached as "Exhibit A".

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2007

MAYOR/COUNCILMEMBER

Attest:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2007

**AGREEMENT BETWEEN THE TOWN OF DAVIE AND KITTELSON AND
ASSOCIATES
FOR LOCAL ROAD MASTER PLAN SERVICES**

THIS AGREEMENT, made and entered into the day of , 200 , by and
between:

TOWN OF DAVIE, FLORIDA
a municipal corporation
6591 Orange Drive
Davie, Florida 33314
(hereinafter referred to as "TOWN")

KITTELSON & ASSOCIATES, INC.
610 SW Adler Street
Suite 700
Portland, OR 97205
(hereinafter referred to as "CORPORATION")

WHEREAS, the Town issued a Request for Proposal for Local Road Master
Planning Services; and

WHEREAS, the Town Council approved staff's recommendation by
Resolution R-2007-219 and authorized the Town Administrator or his designee to negotiate
contracts for such services.

NOW, THEREFORE, in consideration of the benefits provided by
CORPORATION to the citizens of Davie and the covenants and conditions herein expressed and
the faithful performance of all such covenants and conditions, the parties agree as follows:

Section 1.

1.01 The above recitals are true and correct and are incorporated herein.

Section 2. TERM

2.01 This Agreement shall be effective upon the approval of the Town Council and shall terminate two (2) years from that date. However, either party may terminate this Agreement by providing a thirty (30) calendar days written notice. The TOWN shall have the option to renew this Agreement for two (2) additional one (1) year terms upon the same terms, conditions and limitations imposed hereby.

Section 3. SCOPE OF SERVICES

3.01 CORPORATION will conduct services as outlined in the TOWN'S RFP B-07-74. CORPORATION will be required to provide persons delivering the services required by this Agreement to have the knowledge and skills to adequately and competently perform the professional service described herein..

3.02 CORPORATION acknowledges that the TOWN will contact CORPORATION to perform the specified scope of work outlined in "Exhibit A". All work to be performed by CORPORATION must be authorized by the TOWN, with such authorization containing additional information, terms and conditions related to the specific project.

Section 4. CONSIDERATION

- 4.01 Should TOWN request services from CORPORATION, such services shall be provided in accordance with the price schedule, which is inclusive of all fees and expenses, including travel and other direct expenses. Said price schedule is attached hereto and incorporated herein as Exhibit "A". CORPORATION may submit a revised exhibit "A" for consideration by TOWN during the term of the Agreement; however, CORPORATION may only submit a revision once during any twelve month period.
- 4.02 Monthly invoices will be issued by CORPORATION for all work performed. TOWN shall pay invoices within 30 days of receipt.

Section 5. DUTIES AND RESPONSIBILITIES OF TOWN

5.01 Timely review and comment on all work product submitted by CORPORATION and schedule all required meetings on a timely basis.

5.02 Other assistance as may be required by CORPORATION to complete required work authorized by TOWN.

Section 6. INSURANCE

6.01 Corporation shall require their insurance Agent or Carrier to provide the Town with a Certificate of Insurance on a standard ACORD form or equivalent form showing the policy Effective Date and Expiration Date for each of the above listed coverage's and shall replace any expiring certificates with new certificates throughout the life of this agreement and any required extended coverage period. Each such Certificate of Insurance shall be sent to and shall list the following as the Certificate Holder:

Town of Davie
Attn: Marcie Nolan
6591 Orange Drive
Davie, FL 33314

- a. Each such Certificate shall include the following wording: **“the Town of Davie, its officers, and employees are named as additional insured’s with respect to the General and Automobile liability of Corporation related to any work performed under this agreement”**.
- b. Each such Certificate of Insurance shall provide for **30 days prior** written notice to the Certificate Holder of any cancellation prior to the expiration date of the coverage’s listed on the certificate.

6.02 The CORPORATION shall secure and maintain, at its own expense, and keep in effect during the full period of the agreement a policy or policies of insurance, which must include the following coverages and minimum limits of liability:

(a) **Professional Liability Insurance** in an amount not less than \$1,000,000.00 per occurrence.

(b) **Worker's Compensation and Employer's Liability Insurance** for all employees of the CORPORATION engaged in work under the Agreement in accordance with the laws of the State of Florida. The CORPORATION shall agree to be responsible for the employment, control and conduct of its employees and for any injury sustained by such employees in the course of their employment.

(c) **Comprehensive General Liability Insurance** with the following minimum limits of liability:

\$1,000,000.00 Combined Single Limit, Bodily Injury and Property Damage Liability per occurrence. Coverage shall specifically include the following minimum limits not less than those required for Bodily Injury Liability and Property Damage:

per \$500,000.00 Combined Single Limit, Bodily Injury and Property Damage Liability occurrence:

- (1) Premises and Operations;
- (2) Independent Contractors;
- (3) Products and Completed Operations;
- (4) Broad Form Property Damage;
- (5) Broad Form Contractual Coverage
- (6) Personal Injury Coverage

(d) **Comprehensive Automobile Liability Insurance** for all owned, non-owned and hired automobiles and other vehicles used by the CORPORATION in the performance of the work with the following minimum limits of liability:

~~\$1,000,000.00~~ Combined Single Limit, Bodily Injury and Property Damage
Liability per occurrence.

6.03 COMPREHENSIVE GENERAL LIABILITY AND AUTOMOBILE LIABILITY
INSURANCE POLICIES SHALL SPECIFICALLY PROVIDE THAT
THE TOWN OF DAVIE IS AN ADDITIONAL NAMED INSURED OR ADDITIONAL
INSURED
WITH RESPECT TO THE REQUIRED COVERAGES AND THE OPERATIONS OF THE
CORPORATION UNDER THE AGREEMENT. All of the policies of insurance so required to be
purchased and maintained
shall contain a provision or endorsement that the coverage afforded shall not be canceled,
or renewal refused until at least thirty (30) calendar days written notice has
been given to TOWN by certified mail.

6.04 The required insurance coverage shall be issued by an insurance company duly
authorized and licensed to do business in the State of Florida with the following minimum qualifications
in accordance with the latest edition of A.M. Best's Insurance Guide:

Financial Stability B+ to A+

6.05 The CORPORATION is required to submit a list of claims presently outstanding
against their professional liability coverage.

Section 7. INDEMNIFICATION

7.01 GENERAL INDEMNIFICATION: The CONTRACTOR agrees to indemnify and
hold harmless the TOWN, its officers, agents, and employees, from any and all liability, defense
costs, including attorneys' fees, and all other fees incidental to the defense, loss, or damage the
TOWN may suffer as a result of claims, demands, costs, or judgments against it to the extent
arising out of the negligent acts, errors or omissions or willful misconduct of CORPORATION.
Nothing in this agreement shall be construed to affect in any way the TOWN'S
rights, privileges, and immunities as set forth in Florida Statutes 768.28. Nothing in the
Agreement shall be construed to benefit or grant any claim or cause of action to any third party.

7.02 PATENT AND COPYRIGHT INDEMNIFICATION: The CORPORATION agrees
to
indemnify, defend, save and hold harmless the TOWN, its officers, agents and employees, from
all claims, damages, losses, liabilities and expenses arising out of any alleged infringement of
copyrights, patent rights and/or the unauthorized or unlicensed use of any material, property or
other work in connection with the performance of the Agreement. Any and all work products
produced during the term of this contract by CORPORATION shall be the sole property of the
TOWN.

Section 8. TERMINATION AND DEFAULT

8.01 In the event CORPORATION shall default in any of the terms, obligations,
restrictions or conditions of the Proposal documents, TOWN shall give written notice by certified
mail, return receipt requested to CORPORATION of default and that such default shall be
corrected or actions taken to correct such default shall be commenced within ten (10) calendar
days thereof. In the event CORPORATION has failed to correct the conditions of default or the
default is not remedied to the satisfaction and approval of TOWN, TOWN shall have all legal
remedies available to it, including, but not limited to termination of this Agreement in which case
the CORPORATION shall be liable for all procurement and reprocurement costs and any and all
damages permitted by law arising from the default and breach of this agreement.

8.02 TOWN shall have the right to terminate the Agreement, without cause, by giving written notice to CORPORATION of such termination and specifying the effective date thereof, at least thirty (30) calendar days prior to the effective date of termination.

Section 9. RECORDS AND AUDIT

9.01 TOWN reserves the right to audit the records of CORPORATION relating to this project at any time during the performance and term of the Agreement and for a period of three (3) years after completion and acceptance by TOWN. If required by TOWN, CORPORATION shall agree to submit to an audit by an independent certified public accountant selected by TOWN. CORPORATION shall allow TOWN to inspect, examine and review the records of CORPORATION at any and all times during normal business hours during the term of this Agreement.

Section 10. INDEPENDENT CONTRACTOR

10.01 It is understood and agreed that CORPORATION is and shall remain an independent contractor with respect to the services being performed by CORPORATION pursuant to this Agreement and shall not, for any purpose, be deemed an employee of TOWN.

Section 11. CONFLICT OF INTEREST

11.01 CORPORATION covenants that no person under its employ who presently exercises any functions or responsibilities in connection with this Agreement has any personal financial interests, direct or indirect, with TOWN. CORPORATION further covenants that, in the performance of this Agreement, no person having such conflicting interest shall be employed. Any such interests, on the part of CORPORATION or its employees, must be disclosed in writing to TOWN.

11.02 CORPORATION is aware of the conflict of interest laws of Broward County and the State of Florida, Chapter 112, Florida Statutes (1993), as amended, and agrees that it will fully comply in all respects with the terms of said laws.

11.03 CORPORATION warrants that it has not employed or retained any person employed by TOWN to solicit or secure this Agreement and that it has not offered to pay, paid, or agreed to pay, any public official or person employed by TOWN any fee, commission, percentage, brokerage fee or gift of any kind, contingent upon or resulting from the award of his privilege.

Section 12. ASSIGNMENT

12.01 This is a personal services Agreement whereby TOWN has expressly retained CORPORATION. This Agreement is not assignable or transferable in whole or in part without the prior expressed written consent of the TOWN which consent can not be arbitrarily withheld.

Section 13. COMPLIANCE WITH LAWS

13.01 CORPORATION shall comply with all statutes, laws, ordinances, rules, regulations and lawful orders of the United States of America, State of Florida, Town of Davie and of any other public authority which may be applicable to this Agreement.

Section 14. VENUE

14.01 Any claim, objection or dispute arising out of the terms of this Agreement shall be litigated in the Seventeenth Judicial Circuit in and for Broward County, Florida and the prevailing party to any resultant judgment shall be entitled to an award of all reasonable attorney's fees, paralegal expenses, interest and court costs incurred by such prevailing party against the losing party including reasonable appellant attorney's fees, interest and taxable costs.

Section 15. GOVERNING LAW

15.01 The validity, construction and effect of this agreement shall be governed by the laws of the State of Florida.

Section 16. INSOLVENCY

16.01 In the event that either party shall become insolvent, make a general assignment for the benefit of creditors, suffer or permit the appointment of a receiver for its business or its assets or shall avail itself of, or become subject to, any proceeding under the Federal Bankruptcy Act or any other statute of any state relating to insolvency or the protection of rights of creditors, or become subject to rehabilitation, then, at the option of the other party and immediately upon written notice, this Agreement shall terminate and be of no further force and effect.

Section 17. ENTIRE AGREEMENT

17.01 This Agreement contains the entire understanding of the parties relating to the subject matter hereof superseding all prior communications between the parties, whether oral or written, and this Agreement may not be altered, amended, modified or otherwise changed nor may any of the terms hereof be waived, except by a written instrument executed by both parties. The failure of a party to seek redress for violation of or to insist on strict performance of any of the covenants of this Agreement shall not be construed as a waiver or relinquishment for the future of any covenant, term, condition or election but the same shall continue and remain in full force and effect.

Section 18. SEVERABILITY

18.01 Should any part, term or provision of this Agreement be by the courts decided to be illegal or in Conflict with any law of the State, the validity of the remaining portions or provisions shall not be affected thereby.

Section 19. NOTICES

19 . 01 All notices or other communications required by this Agreement shall be in writing and deemed delivered upon mailing by certified mail, return receipt requested, to the following persons and addresses unless otherwise specified herein:

TOWN:

Procurement Manager
Town of Davie
6591 Orange Drive
Davie, Florida 33314

CORPORATION:

John Zegeer, Office Manager and authorized
agent of
Kittelson & Associates, Inc.
110 E. Broward Blvd, Suite 2410
Fort Lauderdale, FL 33301

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day first written above,
in two (2) counterparts, each of which shall without proof or accounting for the other counterpart be
deemed an original Contract.

Witness:

Contractor

BY

Title

Date: _____

OWNER

Town of Davie, a Florida
Municipal Corporation

ATTEST:

Russell Muniz
Town Clerk

(Seal)

Tom Truex
Mayor

Gary Shimun
Town Administrator

APPROVED AS TO FORM AND
CORRECTNESS:

DATE: _____

John Rayson
Town Attorney

Town of Davie

Council Approved: _____

LOCAL ROAD MASTER PLAN

Scope of Work and Estimated Budget

Kittelson & Associates, Inc.

Based on the information provided in the RFP for the Local Road Master Plan project, the review of the 2005 Evaluation and Appraisal Report (EAR) on Policy Group 15, Transportation Use and Access and discussion with Town staff on September 11th and 19th, 2007, following scope of work is presented to Town of Davie for approval. The scope closely follows the one presented in the original proposal prepared by Kittelson & Associates, Inc (KAI). The estimated budget for the project is based on the attached scope of work.

TASK 1 BACKGROUND REVIEW AND DEFINE STUDY AREA

- Town staff shall provide to KAI all relevant reference documents, not limited to:
 - Town of Davie Comprehensive Plan (land-use development assumptions)
 - ERA Study for employment forecast
 - Population forecast by census tract
 - SR 7/441 Transit Oriented Corridor study (TOC)
 - Regional Activity Center study (RAC)
 - SFEC Master Plan (Various Institutions)
 - Community Redevelopment Agency (CRA) Downtown Davie Master Plan
 - Town of Davie Code of Ordinances
 - Capital Improvement Plan (CIP)
 - Town of Davie Engineering Standards
 - Traffic study that has been approved but not built to date
- Town staff shall provide to KAI following data:
 - Town maps and associated boundaries (*electronic copy*)
 - GIS database showing existing road right-of-ways, speed humps, FPL light poles, sidewalks and street locations (*electronic copy*)
 - Summary of accident reports by location, type and severity.
 - Locations of emergency response facilities within Town
- KAI shall obtain the following information
 - Town of Davie Code of Ordinance
 - Broward County expansion projects
 - Broward County traffic counts

- KAI staff shall review all reference documents and traffic volumes on major roadways, and identify up to 15 study intersections and up to 10 local study roadways for further study. Identification of these intersection and roadways based on the assessment of following information:
 - Functional classification
 - Crashes
 - Roadway and intersection congestion
 - Roadway connectivity deficiencies
 - Planned improvements

These lists shall be presented to Town staff for approval.

- DELIVERABLE: *Technical Memorandum 1: Summary of Reference Documents and Study Intersection and Roadway Determination*

TASK 2 DATA COLLECTION AND EXISTING CONDITION ASSESSMENT

- Review the reference documents and prepare figures that summarize the approved improvements at the study roadways and intersections
- Visit the study roadways and intersections to collect various transportation characteristics data, including lane geometries, posted speed limits, physical obstructions to potential roadway improvements, safety and operational constraints, land-use characteristics, etc.
- Summarize existing infrastructure including right-of-way information provided by the Town of Davie and environmental and drainage constraints obtained from County wetland maps. KAI shall not conduct any additional land survey to obtain the information.
- KAI shall obtain weekday a.m. and p.m. peak hour traffic counts at up to 15 study intersections if the count data cannot be obtained from Broward County Traffic.
- KAI shall obtain 24-hour tube count at up to 10 study roadways if the count data cannot be obtained from Broward County Traffic.
- Conduct weekday a.m. and p.m. peak hour analysis of the study intersections and roadways by taking into consideration the following:
 - Existing traffic volume and roadway/traffic signal characteristics
 - Roadway and intersection geometry
- Review the crash data to identify locations with high crash frequency and recurring patterns.
- Prepare figures and information showing existing lane configurations, level-of-service and v/c ratio, bike lanes, sidewalks, transit stop locations, etc.
- Prepare for and attend one public open house to present the result of the existing condition assessment and solicit feedback from citizens.
- DELIVERABLE: *Technical Memorandum 2: Summary of Existing Condition Analysis results*

TASK 3 FUTURE CONDITION ASSESSMENT

- Review the growth forecast and estimate the future traffic volumes for the study roadways and intersections in collaboration with Town of Davie staff
- Conduct weekday a.m. and p.m. peak hour analysis of the future year conditions at the study roadways and intersections
- Identify potential mitigations needed to accommodate future traffic volume forecast to meet adopted level-of-service and volume-to-capacity ratio standards. Mitigations may include:
 - Intersection lane improvements
 - Roadways widening and right-of-way needs
 - Access management recommendations
 - New roadway connections, with focus on east-west connection
 - Roadway safety improvements
 - Potential roadways for traffic calming (including general guideline for traffic calming treatment spacing)
 - Multi-modal improvements to accommodate future traffic growth
 - Roadway connectivity improvement to enhance response time
 - Other mitigations, as necessary
- Categorize the proposed mitigations into short-term (0-5 years), mid-term (5-10 years) and long-term (10-20 year) capital improvement project list
- Prepare preliminary cost estimate of the capital improvement project list based on discussions with the Engineering Division
- Prepare for and attend one public open house to present the result of the future condition assessment and solicit feedback from citizens.
- DELIVERABLE: *Technical Memorandum 3: Summary of Future Condition Analysis results*

TASK 4 DRAFT MASTER PLAN PREPARATION

- Summarize project process and methodology, including the public involvement process and input from Town's Project Management team.
- Clearly outline the goals and objectives of the project consistent with comprehensive plan guidelines
- Summarize and present the data collected and site visit information in figures and tables
- Write a brief summary of the major reference documents reviewed as part of the project, including planned improvements in the study area
- Summarize the results of the existing conditions analysis presented in Task 2 in figures and discuss major operation and safety issues identified in the analysis
- Provide a discussion on anticipated future growth in traffic at the study intersections and roadways
- Summarize the results of the future conditions analysis presented in Task 3 in figures and discuss the proposed mitigation to accommodate future growth in traffic

- Summarize the multi-modal improvements needed to accommodate future growth in traffic
- Prepare for and attend one public open house to present the draft master plan and solicit feedback from citizens.
- DELIVERABLE: *Technical Memorandum 4: Draft Master Plan*

TASK 5 PUBLIC OUTREACH/WORKSHOP

- The public outreach program will include, in summary conducting public open houses at the following stages in the project :
 - After the completion of Task 2 Existing Conditions Analysis
 - After the completion of Task 3 Future Needs Analysis
 - After the completion of Task 4 Draft Master Plan
- Advertisement for the public outreach will be distributed one month in advance by the Town of Davie staff to the local media outlets, grocery stores, major employers, public employees, etc.
- Public outreach will include a short presentation to the assembled individuals introducing the project, its goals and the purpose of the public outreach
- The results of the analysis will be presented in presentation boards for public to view and provide comment
- At the end of each public outreach, the comments will be summarized and provided to the Project Management team for review
- Based on the review of the comments, the draft master plan will be updated
- DELIVERABLE: *Public Outreach summary of all three open houses.*

TASK 6 FINALIZE MASTER PLAN

- The draft master plan will be updated based on the comments received from the public and the Project Management Team
- Workshop with Town Council will be conducted to ensure that elected officials are familiar with the project and their comments are incorporated
- DELIVERABLE: *Town of Davie: Final Local Road Master Plan*

TASK 7 PARTICIPATION IN TOWN COUNCIL WORKSHOP/HEARING

- Prepare for and attend up to one hearing in front of the Town Council.
- Prepare for and attend up to one workshop with Town Council members to brief them on the project and solicit their feedback.
- DELIVERABLE: *Town Council Workshop Minutes*

CONTINGENCY

During the course of the project, additional analysis or meetings may be required to address any concerns raised by the citizens or Town staff that were not anticipated at the time this scope of work is written. The additional task could include further analysis to address specific concerns raised by the citizens, additional public meetings to present the results and any other tasks that are outside of the scope identified above. The estimated budget includes \$35,000 in contingency amount. The detail out-of-scope work will be agreed upon in consultation with the Town staff before commencing the work.

Estimated Budget

Project Name: Davie Local Road Master Plan
Project Number: 8738

Hourly Rate:

John Zegeer	\$205
Sagar Onta	\$135
Severine Marachal	\$105
John Henrickson	\$95

Task	Description	Estimated Hours	Expenses	TY Lin	Total Budget Estimate
1	Study area determination Review documents Identify study intersection and Roadways Tech Memo #1 - Summary and Study Scope	90	\$1,000		\$13,150
2	Existing condition analysis Obtain and review data Site Visit Crash Data Analysis Conduct operational analysis Tech Memo #2 - Analysis Results	95	\$8,500	\$5,000	\$26,325
3	Future condition assessment Forecast future growth Conduct operational analysis Tech Memo #3 - Analysis Results	110	\$975	\$10,000	\$25,825
4	Draft Master Plan	120	\$1,300	\$5,000	\$22,500
5	Public Outreach (3)	135	\$1,000		\$19,225
6	Finalize Master Plan	70	\$800		\$10,250
7	Town Council Hearing Workshop	55	\$300		\$7,725
Sub Total		675	\$13,875	\$20,000	\$125,000
Contingency					\$35,000
TOTAL					\$160,000

Kittelson Associates, Inc.

Date: September 26, 2007

Estimated Schedule

Project Name: Dwyer Local Road Master Plan
Project Number: 8738

Task	Description	Wed	5-Nov	12-Nov	19-Nov	26-Nov	3-Dec	10-Dec	17-Dec	24-Dec	31-Dec	7-Jan	14-Jan	21-Jan	28-Jan	4-Feb	11-Feb	18-Feb	25-Feb	3-Mar	10-Mar	17-Mar	24-Mar	31-Mar	7-Apr	14-Apr	21-Apr	28-Apr
1	Study Area Determination Review documents Identify study intersection and Roadways Tech Memo #1 - Analysis Results																											
2	Existing condition analysis Obtain and review data Site Visit Conduct Operational Analysis Conduct Operational Analysis Tech Memo #2 - Analysis Results																											
3	Future condition assessment Forecast future growth Conduct operational analysis Tech Memo #3 - Analysis Results																											
4	Draft Master Plan																											
5	Public Outreach (2)																											
6	Finalize Master Plan																											
7	Town Council Workshop																											